



Job Location: 400 Deaderick Street, Citizens Plaza Building, Nashville, TN 37243

DHS Auditor 2 – Internal Audit (Nashville)

The Department of Human Services mission is to offer temporary economic assistance, work opportunities and protective services to improve the lives of Tennesseans. Our vision is to be a leader in effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Tennessee Department of Human Services (TDHS) is responsible for administering numerous programs and services to nearly two million Tennesseans, including but not limited to, Families First, the state's Temporary Assistance for Needy Families (TANF) program, Supplemental Nutrition Assistance Program (SNAP, formerly known as the Food Stamp program), Child Support, Child Care Licensing and Assistance, Adult Protective Services, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP), and Rehabilitation Services. TDHS has nearly 20 funding streams and operates a budget over \$3 billion.

This position is under the direct supervision of the Internal Audit Director. An Auditor 2 is responsible for performing specialized or general auditing tasks and is expected to be inquisitive, maintain professional skepticism and exercise professional judgment and initiative in handling work assignments.

Position Responsibilities:

- Assist in conducting assurance audits of the department's internal controls to determine compliance, evaluate effectiveness and make recommendations to improve efficiency;
- Assist in the Internal Audit Director in coordinating the activities associated with their duties as point of contact for external audits;
- Prepares draft audit narrative reports from work paper summaries under direct supervision, to document audit results, clearly communicate results, and make recommendations for corrective actions;
- Prepares work papers and supporting documentation from a review of records and other auditing resources to identify legal, financial, compliance, and/or administrative problems or discrepancies under direct supervision;
- Communicates with internal and external customers in a friendly and courteous manner to promote healthy relationships and provide exceptional customer service;
- Proficient using Microsoft Office, EXCEL, Word, Outlook; strong ability to generate reports, electronic spreadsheets, utilize electronic mail and other devices to facilitate communication with internal and external customers; and
- The position may require about 50% travel.

Position Requirements:

- A bachelor's degree in Accounting, Business or a related field;
- Basic knowledge of auditing principles and practices, accounting principles and practices, and basic knowledge of office productivity software (Microsoft Office Suite); and
- Abilities in intermediate mathematical reasoning, oral and written communication, and problem solving.

Competencies:

- Listening
- Personal integrity
- Trust
- Time management
- Oral and written communications
- Approachability
- Planning
- Prioritizing
- Learning
- Comfort around senior management

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by May 15, 2018.

All email submissions must include in the subject line: DHS Auditor 2-Internal Audit.

- Applicants for this class with access to Federal Tax Information (FTI) may be required to: Complete a criminal history disclosure form; Agree to release all records involving their criminal history to the department; Supply a fingerprint sample prescribed by the TN Bureau of Investigation based criminal history records clerk.

- **Target Salary:** \$38, 460 Salary will be commensurate with knowledge, skills and experience directly related to this job.

Any position at DHS could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.